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REGISTRATION INFORMATION

New Jersey Department of Health and Senior Services
Division of AIDS Prevention and Control
Prevention and Education Unit

- ❶. Registration Fee - None
- ❷. Read each course carefully. Pay particularly close attention to any special requirements.

☐ ***No one will be considered for a course unless appropriate documentation is submitted with your application.***

- ❸. Complete and mail the enclosed Training Course Application to the address listed. If additional forms are needed, please feel free to make duplicates.
- ❹. Priority registration will be given to agencies funded by the Division of AIDS Prevention and Control.
- ❺. DO NOT attend a training program unless you have received a confirmation letter from this office.

☐ ***Walk-ins will not be admitted into any class.***

- ❻. **Confirmation** and **waiting list** letters will be mailed ten (10) days before the start of the course. Confirmation letters will include **directions, times, etc.** Waiting list applicants will be contacted if an opening occurs. Applications **will not** be automatically transferred to another offering of the course unless a request is made by calling **(609) 984-6050**.
- ❼. If for any reason you cannot attend a course after being accepted, please notify the Training Office immediately at **(609) 984-6050** to provide us with ample time to notify waiting list applicants.
- ❽. Check the training schedule on pages **14 - 15** for course dates and locations and check out our website at: www.state.nj.us/health/aids/announce.htm.
- ❾. Certificates of attendance will be awarded to participants upon the satisfactory completion of a course. Satisfactory completion is determined by the following.

- ☐ ***Participants are expected to attend all sessions, from opening to closing each day, of the program.***
- ☐ ***Lateness or leaving early is defined as missing any part of an individual session and may result in forfeiture of a certificate.***
- ☐ ***Certain absences (illness, emergencies) may be authorized by the course instructor who will determine alternative arrangements.***
- ☐ ***Satisfactory completion of all required work as assigned by the instructor.***

www.state.nj.us/health/aids/announce.htm

HIV Prevention Counseling Course Series

The HIV Prevention Counseling Course Series is a progressive succession of trainings incorporating more in-depth attention to capacity building. Providers will have the opportunity to send their staff to the most appropriate courses necessary to more effectively perform their job duties.

The series includes the courses listed below. Descriptions and registration information for each course can be found on the following pages.

- BAF101 - HIV Disease: The Basic Facts** (1 day)
- CSG204 - Basic Counseling and Communication Skills** (1 day)
- CSG205 - The Stages of Behavior Change** (2 days)
- CSG206 - Risk Reduction Counseling** (2 days)
- CSG207 - Test Decision Counseling, Results Counseling, and Partner Notification Counseling** (3 days)

Applying for more than 1 course?

Send **all** your applications to our office at the same time.
We will keep course pre-requisite and required documentation information on file so you **will not** have to send the required attachments to us.

www.state.nj.us/health/aids/announce.htm

HIV Disease: The Basic Facts – BAF101

This one-day training course contains a broad range of facts on HIV/AIDS presented in a lecture format. The class is designed for participants who have had little or no previous HIV experience and/or HIV education.

Information will focus on HIV related terminology, the impact of HIV in New Jersey, stages of HIV disease, women and pediatric infection, HIV transmission, prevention and risk reduction, and basic testing issues.

A knowledge based questionnaire with a passing score of 75 or above is required for continuation in the HIV Prevention Counseling Course Series.

This class is the **first step** in the HIV Prevention Counseling Course Series and is **required** for all new counselors that do not meet any of the exemptions listed below.

Exemptions:

HIV service providers that have completed a basic HIV/AIDS Seminar (five hours)

Note: Anyone requesting an exemption from this course will need to submit exemption documentation for subsequent courses within the HIV Prevention Counseling Course Series.

minimum) within the last three years.

Recommended Audience:

Outreach Workers, HIV Counseling & Testing Coordinators/Counselors, Prevention Case Managers, Health Education/Risk Reduction Counselors, Prevention/Education Program Coordinators, Substance Abuse Counselors, or individuals from any organization interested in receiving basic HIV/AIDS information.

HIV Prevention Counseling Course Series:

Step #1

Training Dates & Locations: See Schedule - Pages 14 - 15

Applying for more than 1 course?

Send all your applications to our office at the same time.
We will keep course pre-requisite and required documentation information on file
so you will not have to send the required attachments to us.

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Basic Counseling and Communication Skills - CSG204

Counseling and communication skills will be reviewed in this one-day class. It is designed to provide basic information for new counselors. Experienced counselors interested in a review of basic skills are also welcome. Topics to be discussed include:

- attending skills,
- listening skills,
- verbal and non-verbal communication,
- counselor parameters, and
- counselor wellness.

This class is the **second step** in the HIV Prevention Counseling Course Series and is **required** for all new counselors that do not meet any of the exemptions listed below.

Exemptions:

Physicians, Psychologists, Psychiatrists, Board Certified Marriage/Family Counselors, MSW and/or Board Certified Social Workers, Certified Substance Abuse Counselors, and counselors who have completed the previous 4-day Introduction to HIV Prevention Counseling Course.

Note: Anyone requesting an exemption from this course will need to submit exemption documentation for subsequent courses within the HIV Prevention Counseling Course Series.

Recommended Audience:

Outreach Workers, HIV Counseling & Testing Coordinators/Counselors, Prevention Case Managers, Health Education/Risk Reduction Counselors, Prevention/Education Program Coordinators, Substance Abuse Counselors, as well as counselors from any agency providing HIV Counseling and/or Testing services.

HIV Prevention Counseling Course Series:

Step #2

Training Dates & Locations: See Schedule - Pages 14 - 15

Requirements:

	BAF 101
Course Pre-requisite	✓
Required Documentation to be submitted with application (copies of certificates or exemption documentation)	✓

Applying for more than 1 course?

Send all your applications to our office at the same time.

**We will keep course pre-requisite and required documentation information on file
so you will not have to send the required attachments to us.**

The Stages of Behavior Change - CSG205

This two-day class will present the common principles of behavior change, factors that contribute to behavior change, and strategies and approaches for effective HIV risk reduction counseling as suggested by Carlo DiClemente, James Prochaska, and Jeffrey A. Kelly.

In an effort to enhance the participant's understanding of the stages of the model, each stage will be presented and examined. Case studies will be utilized to assist participants in developing individualized HIV prevention activities and strategies necessary to guide clients through the various stages. A strategy worksheet will be presented for ease in plotting identified recommendations and strategies as well as identifying the appropriate staff responsible for each step of the client's personalized plan.

Recommended Audience: Outreach Workers, HIV Counseling & Testing Coordinators/Counselors, Prevention Case Managers, Health Education/Risk Reduction Counselors, Prevention/Education Program Coordinators, Substance Abuse Counselors, as well as counselors from any agency providing HIV Counseling and/or Testing services.

Recommendation: This class includes new (1998) CDC recommendations for Behavior Change. Anyone who has previously taken the Introduction to HIV Prevention Counseling: Skills and Practical Application course **should** take this course to learn how to incorporate these new recommendations into their counseling sessions.

**HIV Prevention Counseling
Course Series:**

Step #3

Training Dates & Sites:

See Schedule - Pages 14 - 15

Requirements:

	BAF 101	CSG 204
Course Pre-requisite	✓	✓
Required Documentation to be submitted with application (copies of certificates or exemption documentation)	✓	✓

Applying for more than 1 course?

Send all your applications to our office at the same time.

We will keep course pre-requisite and required documentation information on file so you will not have to send the required attachments to us.

Risk Reduction Counseling - CSG206

This two-day training course will focus on building the skills necessary to provide effective risk assessment and risk reduction counseling. Using case studies, role-plays and demonstrations, participants will be able to determine:

- *the best approaches to accurately assess client risks,*
- *appropriate and creative risk reduction options,*
- *the circumstances and triggers that effect risk reduction,*
- *the steps necessary to reduce risk,*
- *the barriers that could interfere with those steps, and*
- *referral needs and how to make effective referrals.*

Recommended Audience: Outreach Workers, HIV Counseling & Testing Coordinators/Counselors, Prevention Case Managers, Health Education/Risk Reduction Counselors, Prevention/Education Program Coordinators, Substance Abuse Counselors, as well as counselors from any agency providing HIV Counseling and/or Testing services.

Recommendation: Anyone who has previously taken the Introduction to HIV Prevention Counseling: Skills and Practical Application course **should** take this course to build their skills in assessing individual risk(s) and providing effective and tailored risk reduction counseling.

HIV Prevention Counseling Course Series:

Step #4

Training Dates & Sites:

See Schedule - Page 14 - 15

Requirements:

	BAF 101	CSG 204	CSG 205
Course Pre-requisite	✓	✓	✓
Required Documentation to be submitted with application (copies of certificates or exemption documentation)	✓	✓	✓

Applying for more than 1 course?

Send all your applications to our office at the same time.

We will keep course pre-requisite and required documentation information on file so you will not have to send the required attachments to us.

and Partner Notification Counseling - CSG207

This three-day class is specifically designed for counselors who will be doing **testing for HIV, giving test results, and discussing the options for notifying partners.**

Topics to be covered include: confidentiality, window period exposures, confidential and anonymous testing, informed consent, OraSure, HIV Counseling and Testing Reporting Form, Adult HIV/AIDS Confidential Case Report and Pediatric HIV/AIDS Confidential Case Report, disclosure, partner notification and elicitation, and referrals.

Using role plays and case studies, participants will be able to assist clients in making a decision to test, preparing themselves and their clients to receive test results, giving and interpreting test results, determining additional referrals, discussing the benefits of partner notification, and the services of the Notification Assistance Program.

Recommended Audience: Individuals who provide HIV testing & give test results

HIV Prevention Counseling
Course Series: Step #5

Training Dates & Sites: See Schedule - Page 14 - 15

Requirements:

	BAF 101	CSG 204	CSG 205	CSG 206
Course Pre-requisite	✓	✓	✓	✓
Required Documentation to be submitted with application (copies of certificates or exemption documentation)	✓	✓	✓	✓

Applying for more than 1 course?

Send all your applications to our office at the same time.

We will keep course pre-requisite and required documentation information on file so you will not have to send the required attachments to us.

**HIV PREVENTION
CAPACITY BUILDING TRAINING
FOR
DIVISION OF AIDS PREVENTION AND CONTROL
PREVENTION GRANTEES**

Effective Presentation Skills – EPS705

This 2-day training will assist individuals providing HE/RR sessions with strategies to:

- raise comfort levels when presenting in front of a group,
- direct and redirect groups,
- resolve problems during presentations,
- effectively work with other presenters, and
- work within specified time frames.

Recommended Audience: HE/RR staff from HIV prevention projects funded by the Division of AIDS Prevention and Control.

Training Dates & Sites: See Schedule - Page 14 - 15

Requirements:

	BAF 101	CSG 204	CSG 205	CSG 206
Course Pre-requisite	✓	✓	✓	✓
Required Documentation to be submitted with application (copies of certificates or exemption documentation)	✓	✓	✓	✓

Applying for more than 1 course?

Send all your applications to our office at the same time.

We will keep course pre-requisite and required documentation information on file so you will not have to send the required attachments to us.

This course is intended for persons conducting street outreach as part of a program designed to prevent HIV transmission among at-risk populations.

Issues to be addressed include:

- **Effective Outreach Strategies**
 - Community needs assessment
 - Building rapport/trust within the community
 - Building relationships with local police precincts
- **Safety protocols**
- **Effective models of street based outreach**
- **Barriers (community and personal) affecting service delivery**
- **Life-styles and behaviors of target populations**
- **Specific street based outreach techniques**
- **Advantages of outreach**
- **Documentation skills**

Recommended Audience: Outreach activity staff from HIV prevention projects funded by the Division of AIDS Prevention and Control.

Training Dates & Sites: See Schedule - Page 14 - 15

Requirements:

	BAF 101	CSG 204	CSG 205	CSG 206
Course Pre-requisite	✓	✓	✓	✓
Required Documentation to be submitted with application (copies of certificates or exemption documentation)	✓	✓	✓	✓

Applying for more than 1 course?
Send all your applications to our office at the same time.
We will keep course pre-requisite and required documentation information on file
so you will not have to send the required attachments to us.

This three-day workshop provides an overview of the basic components of the PCM counseling process.

Based on the Centers for Disease Control and Prevention's **Guidance, HIV Prevention Case Management**, this course will focus on the seven essential components of PCM:

- client recruitment and engagement,
- screening and assessment,
- development of client-centered HIV prevention plans,
- multiple-session HIV risk-reduction counseling,
- coordination of follow-up services,
- monitoring and reassessment of clients' needs, risks and programs,
- and discharge from PCM.

Recommended Audience: Prevention Case Managers from HIV prevention projects funded by the Division of AIDS Prevention and Control.

Training Dates & Locations: See Schedule - Pages 14 - 15

Requirements:

	BAF 101	CSG 204	CSG 205	CSG 206
Course Pre-requisite	✓	✓	✓	✓
Required Documentation to be submitted with application (copies of certificates or exemption documentation)	✓	✓	✓	✓

Applying for more than 1 course?

Send all your applications to our office at the same time.

We will keep course pre-requisite and required documentation information on file so you will not have to send the required attachments to us.

Health Education/Risk Reduction (HE/RR) Skills Building – HRR703

This three-day workshop provides an overview of Health Education/Risk Reduction sessions as a group-level intervention.

The workshop will focus on the following: defining HE/RR; applying group-level intervention within a program; identifying the core elements that must be included in an HE/RR session; becoming familiar with the two curricula being presented; and identifying activities from each curriculum that will be most beneficial in meeting client needs.

Recommended Audience: HE/RR staff from HIV prevention projects funded by the Division of AIDS Prevention and Control.

Training Dates & Locations: See Schedule - Pages 14 - 15

Requirements:

	BAF 101	CSG 204	CSG 205	CSG 206	EPS 705
Course Pre-requisite	✓	✓	✓	✓	✓
Required Documentation to be submitted with application (copies of certificates or exemption documentation)	✓	✓	✓	✓	✓

Applying for more than 1 course?

Send all your applications to our office at the same time.

We will keep course pre-requisite and required documentation information on file so you will not have to send the required attachments to us.

**TRAINING SCHEDULE
APPLICATIONS,
AND
MAILING LIST UPDATE**

TRAINING SCHEDULE

September 2003 – March 2004

HIV PREVENTION COUNSELING COURSE SERIES

<i>DATE</i>	<i>COURSE #</i>	<i>COURSE TITLE</i>	<i>LOCATION</i>	<i>PRE-REQUISITE</i>	<i>REQUIRED DOCUMENTS</i>
9/3/03	BAF101	HIV Disease: The Basic Facts	Mt. Laurel	None	Exemption – See Page 5
9/4/03	CSG204	Basic Counseling and Communication Skills	Mt. Laurel	Yes – See Page 6	Exemption – See Page 6
9/9,10/03	CSG205	The Stages of Behavior Change	Mt. Laurel	Yes – See Page 7	Yes – See Page 7
9/15,16/03	CSG206	Risk Reduction Counseling	Mt. Laurel	Yes – See Page 8	Yes – See Page 8
9/17,18,19/03	CSG207	Test Decision Counseling, Results Counseling and Partner Notification Counseling	Mt. Laurel	Yes – See Page 9	Yes – See Page 9
9/30/03	BAF101	HIV Disease: The Basic Facts	East Brunswick	None	Exemption – See Page 5
10/1/03	CSG204	Basic Counseling and Communication Skills	East Brunswick	Yes – See Page 6	Exemption – See Page 6
10/7,8/03	CSG205	The Stages of Behavior Change	East Brunswick	Yes – See Page 7	Yes – See Page 7
10/15,16/03	CSG206	Risk Reduction Counseling	East Brunswick	Yes – See Page 8	Yes – See Page 8
10/21,22,23/03	CSG207	Test Decision Counseling, Results Counseling and Partner Notification Counseling	East Brunswick	Yes – See Page 9	Yes – See Page 9
11/5/03	BAF101	HIV Disease: The Basic Facts	Newark	None	Exemption – See Page 5
11/6/03	CSG204	Basic Counseling and Communication Skills	Newark	Yes – See Page 6	Exemption – See Page 6
11/12,13/03	CSG205	The Stages of Behavior Change	Newark	Yes – See Page 7	Yes – See Page 7
11/18,19/03	CSG206	Risk Reduction Counseling	Newark	Yes – See Page 7	Yes – See Page 7
11/24,25,26/03	CSG207	Test Decision Counseling, Results Counseling and Partner Notification Counseling	Newark	Yes – See Page 9	Yes – See Page 9
11/25/03	BAF101	HIV Disease: The Basic Facts	East Brunswick	None	Exemption – See Page 5
11/26/03	CSG204	Basic Counseling and Communication Skills	East Brunswick	Yes – See Page 6	Exemption – See Page 6
12/2,3/03	CSG205	The Stages of Behavior Change	East Brunswick	Yes – See Page 7	Yes – See Page 7
12/9,10/03	CSG206	Risk Reduction Counseling	East Brunswick	Yes – See Page 8	Yes – See Page 8
12/16,17,18/03	CSG207	Test Decision Counseling, Results Counseling and Partner Notification Counseling	East Brunswick	Yes – See Page 9	Yes – See Page 9

TRAINING SCHEDULE

(continued)

<i>DATE</i>	<i>COURSE #</i>	<i>COURSE TITLE</i>	<i>LOCATION</i>	<i>PRE-REQUISITE</i>	<i>REQUIRED DOCUMENTS</i>
1/7/04	BAF101	HIV Disease: The Basic Facts	Hightstown	None	Exemption – See Page 5
1/8/04	CSG204	Basic Counseling and Communication Skills	Hightstown	Yes – See Page 6	Exemption – See Page 6
1/15,16/04	CSG205	The Stages of Behavior Change	Hightstown	Yes – See Page 7	Yes – See Page 7
1/22,23/04	CSG206	Risk Reduction Counseling	Hightstown	Yes – See Page 8	Yes – See Page 8
1/28,29,30/04	CSG207	Test Decision Counseling, Results Counseling and Partner Notification Counseling	Hightstown	Yes – See Page 9	Yes – See Page 9
2/4/04	BAF101	HIV Disease: The Basic Facts	Newark	None	Exemption – See Page 5
2/5/04	CSG204	Basic Counseling and Communication Skills	Newark	Yes – See Page 6	Exemption – See Page 6
2/10,11/04	CSG205	The Stages of Behavior Change	Newark	Yes – See Page 7	Yes – See Page 7
2/18,19/04	CSG206	Risk Reduction Counseling	Newark	Yes – See Page 8	Yes – See Page 8
2/25,26,27/04	CSG207	Test Decision Counseling, Results Counseling and Partner Notification Counseling	Newark	Yes – See Page 9	Yes – See Page 9
HIV PREVENTION CAPACITY BUILDING TRAINING FOR THE DIVISION OF AIDS PREVENTION AND CONTROL PREVENTION GRANTEES					
<i>DATE</i>	<i>COURSE #</i>	<i>COURSE TITLE</i>	<i>LOCATION</i>	<i>PRE-REQUISITE</i>	<i>REQUIRED DOCUMENTS</i>
10/28,29,30/03	PCM702	Basic Prevention Case Management (PCM) Skills Building	Newark	Yes – See Page 12	Yes – See Page 12
2/4,5,6/04	PCM702	Basic Prevention Case Management (PCM) Skills Building	East Brunswick	Yes – See Page 12	Yes – See Page 12
10/28,29/03	EPS705	Effective Presentation Skills	East Brunswick	Yes – See Page 10	Yes – See Page 10
1/20,21/04	EPS705	Effective Presentation Skills	Hightstown	Yes – See Page 10	Yes – See Page 10
11/5,6,7/03	HRR703	Health Education/Risk Reduction (HE/RR)	East Brunswick	Yes – See Page 13	Yes – See Page 13
3/3,4,5/04	HRR703	Health Education/Risk Reduction (HE/RR)	Hightstown	Yes – See Page 13	Yes – See Page 13
TBA	OST701	Outreach Strategies Training	Northern Region	Yes – See Page 11	Yes – See Page 11
TBA	OST701	Outreach Strategies Training	Southern Region	Yes – See Page 11	Yes – See Page 11

NJ Department of Health and Senior Services
 Division of AIDS Prevention and Control
 Prevention and Education Unit
ATTENTION: TRAINING COURSE REGISTRAR
 P.O. Box 363
 Trenton, NJ 08625-0363

OFFICE USE ONLY

PRE _____
 A _____
 WL _____
 RL _____

TRAINING COURSE APPLICATION

Please complete the following information and return your application with required attachments to the above address or FAX to (609) 292-6009.

Name	Job Title
Telephone Number ()	Fax Number ()
Program/Agency Name	CTS/Site Number
Street Address	
City	State
Zip Code	

Course Code										
Date										
Location										

If you prefer, we will be glad to mail correspondence to your home address. Please provide us with the correct information below.

Street Address
City
State
Zip Code

- ◆ *Duplicate copies may be made as needed.*
- ◆ *You are not accepted into any training course until you receive a letter of confirmation.*

OFFICE USE ONLY	
APPLICANT APPLIED FOR:	
BAF101 _____	OST701 _____
CSG204 _____	HRR703 _____
CSG205 _____	PCM702 _____
CSG206 _____	EPS705 _____
CSG207 _____	

NJ Department of Health and Senior Services
 Division of AIDS Prevention and Control
 Prevention and Education Unit
ATTENTION: TRAINING COURSE REGISTRAR
 P.O. Box 363
 Trenton, NJ 08625-0363

OFFICE USE ONLY

PRE _____
 A _____
 WL _____
 RL _____

TRAINING COURSE APPLICATION

Please complete the following information and return your application with required attachments to the above address or FAX to (609) 292-6009.

Name	Job Title
Telephone Number ()	Fax Number ()
Program/Agency Name	CTS/Site Number
Street Address	
City	State
Zip Code	

Course Code										
Date										
Location										

If you prefer, we will be glad to mail correspondence to your home address. Please provide us with the correct information below.

Street Address
City
State
Zip Code

- ◆ *Duplicate copies may be made as needed.*
- ◆ *You are not accepted into any training course until you receive a letter of confirmation.*

OFFICE USE ONLY	
APPLICANT APPLIED FOR:	
BAF101 _____	OST701 _____
CSG204 _____	HRR703 _____
CSG205 _____	PCM702 _____
CSG206 _____	EPS705 _____
CSG207 _____	

Mailing List Update

To ensure that you will receive future training program announcements and that they are sent to the correct address, please complete the forms below and return to: *Cindy Mimmo, NJ Department of Health and Senior Services, Division of AIDS Prevention and Control, P.O. Box 363, Trenton, NJ 08625-0363*

☐ **NEW ADDRESS**

Name		
Program/Agency Name		
Agency Street Address or Home Address		
City	State	Zip Code

☐ **ADDRESS DELETION** (as noted on mailing label)

Name		
Program/Agency Name		
Agency Street Address or Home Address		
City	State	Zip Code

☐ **ADDRESS CORRECTION/CHANGE FROM** (as noted on mailing label)

Name		
Program/Agency Name		
Agency Street Address or Home Address		
City	State	Zip Code

☐ **ADDRESS CORRECTION/CHANGE TO** (as noted on mailing label)

Name		
Program/Agency Name		
Agency Street Address or Home Address		
City	State	Zip Code